

Subject: New Mini Guide on the SCEIS HR/Payroll Time Collision Report (ZHRTCR) Now Available on uPerform

Audience: Agency Training Coordinators, HR Directors, Time Administrators

The SCEIS Team is pleased to announce a new uPerform Mini Guide on the HR/Payroll Time Collision Report (Transaction code: ZHRTCR). The Time Collision Report displays a listing of those employees whose working and/or leave time did not transfer into the appropriate infotype(s)—2002 for attendance hours and 2001 for absence hours—due to a problem.

The Time Collision Report (ZHRTCR) Mini Guide is available here:

<https://uperform.sc.gov/gm/folder-1.11.20453?originalContext=1.11.20460>.

You can navigate to the Time Collision Report (ZHRTCR) Mini Guide from the SCEIS home page (www.sceis.sc.gov) as follows:

- Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
- Once you reach the uPerform site, select "Human Resources (HR)/Payroll (PY)" from the Areas list.
- From the Human Resources (HR)/Payroll (PY) page, select "Time and Leave Management (TM)."
- When you reach the Time and Leave Management (TM) page, select "Time Management Mini Guides."
- When you reach the Time Management Mini Guides page, scroll down choose the Mini Guide you need: "TM Mini Guide ZHRTCR Time Collision Report."

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.